

## M Delacey & Sons, Builders, South Wales

M Delacey & Sons is a family run building company employing around 60 people throughout the Merthyr and Rhondda Cynon Taff area of South Wales. It is amongst the first of Welsh building firms to benefit from the DocuSoft electronic document and records management system.

Accountancy firms might have been the first sector to fully engage with the DocuSoft software system, but more diverse businesses are now realising they have just as much time and space to gain and just as much paperwork to lose!

M Delacey demonstrates the versatility of DocuSoft and the ultimate aim to make storing and accessing vast amounts of information electronically quickly and easily.



Delacey contracts are with local councils or housing associations with the firm undertaking repairs for a large number of properties in the Merthyr area. Dealing with so many different bodies and also with sub-contractors and building suppliers means the amount of paperwork coming into the main office was considerable. Beckie Jones, the Delacey Office Administrator, explained:

“I started work at the firm in November last year and have never ever seen so much paperwork. There were lever arch files everywhere – it was unbelievable and there were two or three file rooms! Thankfully the firm had already decided that they were going to use the DocuSoft system. I was the person who had to oversee the project and I still do most of the hands-on work today.



Stunning views of Taff Valley, South Wales

“There have been times in the last few months when we have received anything up to 150 pieces of information or paper a day but usually this is around 30-40 per day. So you can see how it all adds up. Now it is easy to scan all this in and then access it on the computer system. It is all linked up and the scanner has a multiple feed so it doesn't take that long at all.

“DocuSoft was installed two days after I started work and I have been the key person who has been trained on the system and have found it relatively straight forward. The support from Derek and the team was good and any problems were ironed out quickly too.

“Now it means that losing invoices or job requests are a thing of the past – everyone can access them easily and the search options are good – they work for us.

“I would recommend any business with a lot of paperwork to try DocuSoft – it is so easy to keep up to date with our invoices now and what stage they are at in the system. Life is a lot easier in the office.”

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For more information on the DocuSoft system or to arrange a presentation simply send an e-mail to: [info@docusoft.net](mailto:info@docusoft.net) or visit [www.docusoft.net](http://www.docusoft.net) and submit a request or phone **020 8339 6124**.

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